

Appendix 2 – Project Initiation Document (PID) V1



South East Lincolnshire Joint Strategic Planning Committee

PROJECT INITIATION DOCUMENT

0. Overview	
0.1 Project Title	South Holland DC and Boston BC Joint Local Plan Delivery
0.2 Version	1
0.3 Date	16 th April 2026
0.4 Document Status	Approved –by Programme Board April 27 th 2026
0.5 Purpose of this PID document	This PID sets out the management framework and approach for delivering the next Joint Local Plan for South Holland District and Boston Borough Councils. It provides clarity on the Plan's scope, governance arrangements, resources and timelines. The PID is designed as a reference tool for the Programme Board, the team, for stakeholders and Councils' leadership, supporting effective decision-making and ensuring everyone involved understands their roles and responsibilities throughout the plans making process.
1. Plan Scope	
1.1 Role of the Plan	As local planning authorities (LPA) the South East Lincolnshire Councils Partnership has a statutory duty under both the Planning and Compulsory Purchase Act 2004 and the Planning and Infrastructure Act 2025 to prepare and adopt a Local Plan. In the Partnership's case we have historically produced two separate plans for our geography, one for East Lindsey and a separate Joint Local Plan for South Holland and Boston. Our Local Plans establish how land within our area will be used and developed, setting out priorities for housing, employment infrastructure, design and environmental standards. In planning for housing, the government's Standard Method provides the initial benchmark for determining local housing need. Our policies must contribute to climate change mitigation and adaptation, avoid inconsistency with national development management policies, and align generally with any operative spatial development strategy relevant to our area. The Secretary of State is empowered to specify matters our plans must address. Once adopted our Local Plans will serve as the principal basis for making planning decisions, directly shaping the future growth, development, and sustainability of our communities. It is intended that the Partnership continues to work on the basis of preparing two separate Local Plans as previously the case under the former plan making system.

1.2 Summary of Plan Scope	The new Joint Local Plan for South Holland and Boston will replace the existing joint local plan. It will focus on how we will promote the area's economic prosperity, maintain and enhance its natural environmental quality and built heritage, while providing the housing people need in the areas that can sustain them.
1.3 Relationship to other relevant plans and programmes at the regional or local level	The Greater Lincolnshire Councils Combined Authority will shortly commence work on a Spatial Development Strategy. Strategic partners, including neighbouring Councils and the Environment Agency, are collaborating on how best to address coastal area change through documents such as Lincolnshire 2100 and Fens 2100 Lincolnshire County Council is responsible for the Local Transport Plan and the Minerals and Waste Local Plan for our area. East Lindsey District Council is embarking on its own, separate new Local Plan. S113 arrangements and issues of common interest with the Joint Local Plan will lead to collaboration and cooperation across both plans.
2. Plan Timeline	
2.1 Plan Stages	(1) Before notice to commence Plan Making (2) Notice to Commence Plan Making (3) Gateway 1 (4) Vision and Strategy Development (5) Gateway 2/ Draft Plan Preparation (6) Gateway 3/ Confirm legal compliance (7) Examination to confirm soundness

2.2 Plan summary timeline	Ref Activity	Indicative Start: mm/yy	Indicative End: mm/yy
	Developing project management process and structure, governance risk register and ensuring resources are in place to begin the project (including completion of this PID)	04.26	05.26
	Scoping, collating and procuring early evidence and scoping strategic environmental assessment	05.26	05.26
	Scoping and production of an engagement strategy/Councillor and key internal and external stakeholder briefings/early engagement about forthcoming plan production	06.26	09.26
	(Statutory) Notice of Intention to start plan making	12.26	12.26
	Call for Sites and initial site assessment process	05.26	06.26
	Procuring Strategic Environmental Assessment	05.26	09.26
	Gateway 1 (Self-Assessment)/ Commencement of Plan-Making	01.27	04.27
	Prepare Vision and Strategy for consultation feeding in emerging evidence	03.27	04.27
	Strategic Environmental Assessment Scoping Consultation (note statutory minimums)	03.27	04.27

	Public consultation on Vision and Strategy (note statutory minimums)	07.27	09.27
	Development of Draft Plan including responding to consultation and any further evidence gathering	10.27	12.27
	Councillor and key internal and external stakeholder briefings/ early engagement about next stage of plan production	01.28	01.28
	Gateway 2 (PINS)	04.28	04.28
	Deadline for submission of plan and supporting documents for approval	02.28	02.28
	Public consultation (8 weeks) on Local Plan	03.28	04.28
	Gateway 3 (PINS)	04.29	04.29
	Plan Submission	01.29	04.29
	Independent Examination (indicative)	08.29	09.29
	Plan Adoption	10.29	10.29
3. Governance and Decision Making			
3.1 Summary of Governance	The Joint Strategic Planning Committee for the South Holland and Boston Joint Local Plan comprises members of the district, borough and county councils. As it has been formed by Statutory Instrument, i.e. parliamentary procedure, the Secretary of State has final say on plan adoption rather than the respective Full Councils. Chairing of the joint planning committee takes place on an annual rotation basis amongst the three councils. A governance hierarchy to provide programme management oversight of officer work plans and progress will be established with a Programme Board providing the highest-level officer-oversight and accountability, a Management Group providing day to day operational oversight and Project Teams formed around specific themes or work streams to drive technical aspects and policy development.		
3.2 Council Leads	South Holland/ Boston BC/Lincs CC Joint Strategic Planning Committee	Councillor James Avery (SHDC)	
3.3 Local Plan Sponsor	Director of Economy, Pranali Parikh		
3.4 Lead Officer (Senior Responsible Officer)	Service Director - Planning and Strategic Infrastructure, Phil Norman		
4. Staff Resource			
4.1 Local Plan Manager (Overall Manager of	Name: VACANT Job Title: Group Manager Planning Policy (shared across 3 councils) FTE: 1		

Team and Process)				
4.2 Local Plan Team	Job level	Post status (filled/vacant)	Job Title/FTE	Estimated % time in a 12-month period on Local Plan
	Manager (SHDC)	Vacant	Policy Manager (Joint Policy Unit) x 1FTE	TBD
	Principal (SHDC)	Vacant	Principal Planning Officer x 1FTE	TBD
	Senior (ELDC)	Filled on a permanent basis	Senior Planning Policy Officer x 2FTE	TBD
	Planning Officer (BBC/SHDC shared)	Filled on a permanent basis	Planning Policy Officer x1FTE	TBD
	Technical (ELDC)	Filled on a permanent basis	Planning Policy Technical Officer x1FTE	TBD
4.3 Project Manager	Job Level	Post Status (filled/vacant)	Job Title/FTE	Estimated % time in a 12-month period on Local Plan
	Not on establishment	Temporary contractor has been providing initial support	N/A	TBD
4.4 Corporate Support Needs	What is required		When will it be delivered	Who will deliver (Teams and Job Titles)
	IT Comms Consultation Legal Finance HR Procurement Website GIS Dem Services		Project Teams, once formed, will be able to complete the detail of corporate colleagues' engagement requirements and invite involvement at appropriate dates TBD. NB Procurement, IT, website team and comms will most likely require earliest engagement (April/May/June	Detail of who will support the Local Plan will be determined in the coming weeks as the programme commences and the various groups begin to frame the nature and scope of the various work strands. (22.04.26)

		26) and thereafter			
4.5 Identification of any additional skills requirements	Digital First compliance IT (AI) – analysing consultation responses				
5. Evidence					
5.1 Key Evidence	Key Evidence	Area Covered	In house/ externally commissioned	Key stakeholders who need to input	Dependencies with other evidence documents
	Strategic Housing Market Assessment (SHMA)	South Holland and Boston	external	Neighbouring authorities Combined Authority Local communities/parish councils Landowners & land agents	Infrastructure Delivery Plan (IDP) SFRA and 2100+ docs Call for Sites Assessment Landscape and Heritage Assessments
	Strategic Housing Land Availability Assessment SHLAA		external	Developers/ house builders Reps of Gypsy & Traveller community Registered providers Env Agency Utilities NHS Integrated Care Boards	Conservation Area Appraisals Viability Assessment Brownfield Register Joint Local Heath & Wellbeing Strategy Local Transport Plan (LTP) Climate & Biodiversity evidence (e.g. Local Nature Recovery Strategy)
	Economic Needs Assessment & Land Availability		external	Economic Development Combined Authority Env Agency Chambers of Commerce	SHMA and SHLAA IDP SFRA LTP
	SEA (EDP)/SA		external	Lincs CC Ecology BNG/Ecology Team Natural England Env Agency Local Wildlife Trusts & River Trusts Internal Drainage Boards	Local Nature Recovery Strategy Net Zero Carbon strategies

				Lincs CC Utilities	
	Retail & Leisure study		External	Retailers Leisure operators BIDs/Town Centre Managers Chambers of Commerce Commercial agents Lincs CC H&T Combined Authority & Neighbouring Authorities	Spalding and Boston Town Centre Strategies SHMA and ENA IDP LTP Town Centre Visitor surveys
	SFRA		External	Env Agency Local business & tourism operators Combined Auth IDBs Neighbouring Authorities Developers/ housebuilders	Humber, Lincs and Fens 2100+ documents Climate & Biodiversity evidence (e.g. Local Nature Recovery Strategy)
	Viability Assessment		External	Developers/ housebuilders Agents Registered Providers Internal council teams (S106/CIL officers)	IDP SHMA/ENA SHLAA Climate & Biodiversity evidence (e.g. Local Nature Recovery Strategy)
	Infrastructure & Transport		External	Lincs CC H&T Utilities Env Agency Highways Agency Network Rail S106/CIL teams	LTP Developer Contributions Policy Rail Studies Highways Agency Investment documents
	Open Space Assessment		External (2025)	Parks & Leisure Depts Sport England Town & Parish Councils Special interest	SHMA/ENA BNG Heath & Wellbeing Strategies SFRA

				Groups (e.g. 'Friends of...')	Developer Contributions policy
				Local sports clubs CIL/S106 teams	Climate & Biodiversity evidence (e.g. Local Nature Recovery Strategy) Play Pitch & Outdoor Facilities Study 2025 Sports Facilities Study 2025 Open Space Study 2025
6. Stakeholder Engagement					
6.1 Engagement Approach	Supported by the Partnership Communications Team, a multi-channel approach to engagement will be developed using social media, traditional 'face to face' exhibitions and consultation events, and via the Partnership's website. Documents will follow 'Digital First' principles, being machine-readable and interactive.				
7. Budget Overview					
7.1 Cost Estimates	[Indicative £1.55M] budget required over lifetime of plan-making process.				
7.2 Budget Reviews	Reviewed monthly at Management Group and quarterly at Programme Board				
8. Risks and Mitigations					
8.1 Summary of Key Risks Identified	CORPORATE/PARTNERS HIP RISK		MITIGATION		
	Failure to deliver the (Joint) Local Plan leading to harm in the District's/Borough's environment, heritage assets and communities and missed opportunities for economic and housing growth, and investment in major infrastructure and likely Government intervention		Robust programme management discipline being developed. Effective application of PM governance hierarchy, progress updates, risk management and RAID log, and means of escalation. Corporate engagement and integration into decision-making timelines. Proactive engagement with strategic partners and key stakeholders, inc. PAS, MHCLG, PINS		
	PROGRAMME RISKS		MITIGATIONS		
	Inability to recruit the right number/ right calibre of staff reduces capability and capacity to deliver complex programme of work that is digitally, legally and time compliant		On-going recruitment exercise to recruit permanent staff to vacant positions supplemented with interims where necessary		
	Complexity of work, (Inc. the variables in political priority around one plan or two), etc create uncertainty, corporate de-prioritisation and failure to meet		Adopt robust Programme Management principles, set up appropriate governance structures with corporate input (not just planning team) and apply necessary rigour to PM documentation and behaviours that are communicated and prioritised amongst all relevant staff and levels of leadership		

	mandatory deadlines and compliance standards SELCP fails to secure IT upgrade that allows Local Plan to meet 'Digital First' requirements LGR and new Unitary vesting date of April 2028 assume political priority, decision-making time, focus and consume corporate staff resources at expense of LP delivery Principles and rigour of Programme Management approach fail to gain traction within the Policy Team or wider across corporate teams needing to input to/deliver for LP to progress Evidence required to support plan making is not acquired to time or to sufficient standard – due to insufficient contract specification, inadequate contract management or poor-quality providers	Secure external support to introduce effective digital mapping, GIS, and effective interactivity between LP documents and the public that meets Government data standards Keep Local Plan delivery on corporate and political horizon, build in progress reports for up-coming meetings of Cabinets and JSPC, and widen audience via active comms. Put robust PM arrangements in place to drive programme. Bake in LP to JSPC decision-making timelines. Hierarchy with PM governance to be established. Tone set by LP Programme Board Expectations are articulated clearly and communicated across the organisation. Accountability is clear and consequences of non-delivery/engagement are communicated clearly Commissioners of evidence need to work closely with Procurement Team, ensure clarity of contract requirements, and put in place robust contract management arrangements to oversee quality and timeliness. Team's confidence in and management of commissioned work needs to be supported
--	---	---

9. Approval of this PID

Author Name and Title	Paul Feehily, Interim Programme Manager	
Approver Name and Title	Political Lead (Joint Strategic Planning Committee Chair)	
	Chief Executive	
	Sponsor (Director of Economy)	